



LANL Visitor Network User Authorization Form

When properly executed, this form authorizes the visiting user (hereafter Visitor) to access the LANL Visitor Network during the specified period of time. No other Visitor may be substituted under this authorization. All other on-site use of non-LANL owned unclassified computer systems (AISs) must be authorized using the "On-site Non-LANL Owned Unclassified AIS Authorization Form" ([Form 1865](#)).

The sponsoring organization must maintain a copy of this form for a minimum of two years*

The Visitor authorized by this form shall **not** process any classified or LANL sensitive information.

The Visitor agrees to follow the attached "**Rules of Use for the LANL Visitor Network.**"

I agree with these terms and accept responsibility for the proper use of the LANL Visitor Network in performance of my work here at LANL.

Visitor Printed Name & Signature

Date

*Period of Residence at LANL
(Maximum of one year)*

Start Date: _____

End Date: _____

UNCLASSIFIED COMPUTER IDENTIFICATION (if not LANL owned)

Owner/Assigned User:

Contract No. (if applicable):

Computer Model:

AIS Serial No:

Owner/Contractor Property No. for AIS:

Peripheral Equipment:

Peripheral Equipment Serial No(s):

Owner/Contractor Property No(s):

Location of computer while at LANL: TA _____ Bldg. _____ Rm. _____

Authorization by Sponsor:

I will be responsible for the proper use of the LANL Visitor Network by the above Visitor while on-site at LANL. Use of the LANL Visitor Network is required for use by this Visitor in the performance of authorized LANL and/or government business.

Printed or Type Name

Organization

Signature

Date

Comments on this form should be sent to cybersecurity@lanl.gov.

*Distribution:

If Visitor is FN, copy to ISEC, MS P133

Rules Of Use For The LANL Visitor Network

Use of the LANL Visitor Network is subject to the following conditions:

1. It is understood that the LANL Visitor Network provides outbound access to the Internet only and is to be used for that purpose only.
2. All use of the Visitor Network must relate to official business. Acceptable use includes checking e-mail and other activities at a Visitor's originating organization's Internet site as approved and allowed by the LANL Sponsoring Organization.
3. Only unclassified information may be processed.
4. Each Visitor must have a properly executed "LANL Visitor Network User Authorization Form." The authorization period for this form cannot exceed one year.
5. Visitors are subject to LANL audit and monitoring of user activities.
6. Visitor user IP addresses and related information are assigned via DHCP only. Visitor users are not allowed to change this configuration information manually (i.e., users may not use a different IP address, etc.).
7. Illegal or other actions generally accepted as inappropriate activity are not allowed from or within the LANL Visitor Network. Such actions include, but are not limited to:
 - Introduction and/or use of computer viruses or other malicious code within the Visitor Network.
 - Use of peer-to-peer network applications, network sniffers, hacker/cracker applications, spyware, and other related systems and applications.
 - Access of gambling or pornographic web sites.
8. The Visitor Network is to be considered a non-trusted network environment. Therefore, it is the responsibility of the Visitors to adequately protect their information and AIS while connected and using the Visitor Network. LANL disavows all responsibility for the protection and integrity of users' applications, data, and computer systems within the Visitor Network.
9. Failure to comply with any of the LANL Visitor Network Rules of Use or other LANL policies will result, at a minimum, in the termination of access to the Visitor Network and may result in confiscation of the computer system(s) being used.